
**Conditions of Confinement Worksheet
Operational Review Self-Assessment (ORSA)
Authorized Under-72 Hour Facilities**



Facility Name
VERMONT DEPT. OF CORRECTIONS, NORTHWEST STATE CORRECTIONAL
Address (Street and Name)
3649 LOWER NEWTON STREET
City, State and Zip Code
SWANTON, VT 05488
County
FRANKLIN COUNTY VERMONT
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)
(b)(6), (b)(7)(C)
Name and title of Facility Reviewer
(b)(6), (b)(7)(C)
Date[s] of Facility Review
JULY 17 - JULY 21, 2017
Signature of Facility Reviewer
(b)(6), (b)(7)(C)
Field Office/Name of Field Office Director
BOSTON MA FIELD OFFICE/ FIELD OFFICE DIRECTOR C.M. CRONEN
Name and Title of Field Officer Reviewer
Deportation Officer (b)(6), (b)(7)(C)

Date of Field Office Review JULY 17- JULY 21 , 2017
Signature of Field Office Reviewer <div style="background-color: black; color: red; padding: 2px;">(b)(6),(b)(7)(C)</div>
Is a Corrective Action Plan Required? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

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NOTE: FOR EACH STANDARD RATED BELOW ACCEPTABLE, FACILITIES MUST ATTACH A PLAN OF ACTION FOR BRINGING OPERATIONS INTO COMPLIANCE. EACH FACILITY SHOULD EXAMINE THE ENTIRE WORKSHEET TO IDENTIFY AREAS OF IMPROVEMENT, INCLUDING THOSE STANDARDS WHERE AN OVERALL FINDING OF ACCEPTABLE WAS ACHIEVED.

SECTION I

DETAINEE SERVICES STANDARDS

ADMISSION AND RELEASE

POLICY: ALL DETAINEES WILL BE ADMITTED AND RELEASED IN A MANNER THAT ENSURES THEIR HEALTH, SAFETY, AND WELFARE. THE ADMISSIONS PROCEDURE WILL, AMONG OTHER THINGS INCLUDE: MEDICAL SCREENING; A FILE-BASED ASSESSMENT AND CLASSIFICATION PROCESS; A BODY SEARCH; AND A SEARCH OF PERSONAL BELONGINGS, WHICH WILL BE INVENTORIED, DOCUMENTED, AND SAFEGUARDED AS NECESSARY.

COMPONENTS	AC C	DE F	N/ A	REMARKS
In-processing includes an orientation of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DURING BOOK-IN EACH INMATE IS GIVEN AN INMATE HANDBOOK WHICH ADVISES THEM OF ALL INFORMATION OF THE FACILITY. HANDBOOK OUTLINES ALL UNACCEPTABLE BEHAVIOR AND SANCTIONS. - SCHEDULED PROGRAMS, SUCH AS VISITATION, TELEPHONE USAGE, MAIL SERVICE, RELIGIOUS PROGRAMS, USE OF LAW LIBRARY, AND SICK CALL PROCEDURES.
Medical screenings are performed by medical staff <u>or</u> persons who have received specialized training for the purpose of conducting an initial health screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ON INITIAL BOOK-IN. NEW DETAINEES ARE GIVEN A MEDICAL SCREENING BY TRAINED STAFF IN THE MEDICAL DEPARTMENT.. THIS INCLUDES BASIC MEDICAL SCREENING AND ALL PREA REQUIREMENTS. INITIAL QUESTIONNAIRE DONE BY MEDICAL ON FIRST ARRIVAL.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEARCHES ARE CONDUCTED IN A ROOM THAT AFFORDS PRIVACY TO THE INDIVIDUAL AND ALL SEARCHES ARE CONDUCTED BY INDIVIDUALS OF THE SAME GENDER. BEING A "MALE ONLY" LOCATION FEMALE SEARCHES WOULD BE AN EXTREME OUTLIER..

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COMPONENTS	AC C	DE F	N/ A	REMARKS
Detainees are stripped searched only when cause has been established and not as routine policy. Non-criminal detainees are not strip-searched but are patted down, unless reasonable suspicion is established.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VT AGENCY POLICY REQUIRES ALL DETAINEES BE SEARCHED UPON INTAKE.
The "Contraband" standard governs all personal property searches. IGSA/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UPON BOOK-IN ALL DETAINEES ARE ISSUE A PROPERTY INVENTORY SHEET OF ALL PROPERTY TAKEN.. DETAINEES ARE ADVISED OF CONTRABAND STANDARDS AND CONSEQUENCES.
(b)(7)(E) are present during the processing of detainee funds and valuables during admissions processing to the facility. (b)(7)(E) verify funds and valuables.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(7)(E) ARE REQUIRED DURING PROCESSING OF FUNDS AND VERIFICATION. THE AREA IS ALSO BEING RECORDED

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COMPONENTS	AC C	DE F	N/ A	REMARKS
Staff completes Form I-387 or similar form for CDFs and IGSA's for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I-387 NOT USED. TO REMAIN COMPLIANT WITH THE STANDARD THE VT DEPT. OF CORRECTIONS USES IT'S OWN FORM REPORTING LOST OR MISSING PROPERTY. ANY DISCREPANCIES IN PERSONAL ;PROPERTY ARE IMMEDIATELY FORWARDED TO THE ATTENTION OF ICE-ERO. THERE HAVE BEEN NO REPORTED PERSONAL PROPERTY ISSUES IN LAST YEAR. MOST PROPERTY BY DETAINEES HELD IN LOCKED SAFE/PROPERTY ROOM AT ICE SUB OFFICE.
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 SETS OF UNIFORMS,UNDERWEAR, SOCKS, BEDDING AND HYGIENE ITEMS UPON INITIAL BOOK-IN
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALONG WITH ISSUED ITEMS AT BOOK-IN. DETAINEES HAVE OPTIONS TO REPLENISH WHEN NEEDED. GENDER SPECIFIC ITEMS ARE AVAILABLE AND CAN BE ISSUED.

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COMPONENTS	AC C	DE F	N/ A	REMARKS
All releases are properly coordinated with ICE using a Form I-203.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ALL INTAKE AND OUTAKE I-203'S ARE KEPT ON FILE BY THE FACILITY ADMIN STAFF.</p> <p>EACH FILE CONTAINS AN INTAKE 203 AND OUTAKE 203, TO ACCURATELY TRACK BILLING ISSUES</p> <p>NO SIGNIFICANT BILLING ISSUES FOR 2017</p>
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>BOOKING OFFICER ACCEPTS ALL I-203 FORMS FROM OFFICERS.</p> <p>THE FACILITY ALSO ISSUES ITS OWN INTAKE AND RELEASE FORM. THIS IS OTHERWISE KNOWN AS A "BOOK IN/BOOK OUT SHEET" AND IS A USEFUL SECONDARY TRACKING BACKUP.</p>

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

07/17/2017

'S SIGNATURE / DATE

CLASSIFICATION SYSTEM

POLICY: ALL FACILITIES WILL DEVELOP AND IMPLEMENT A SYSTEM ACCORDING TO WHICH ICE DETAINEES ARE CLASSIFIED. THE CLASSIFICATION SYSTEM WILL ENSURE THAT EACH DETAINEE IS PLACED IN THE APPROPRIATE CATEGORY, PHYSICALLY SEPARATED FROM DETAINEES IN OTHER CATEGORIES

COMPONENTS	AC C	DE F	N/ A	REMARKS
The facility has a system for separating criminal and non-criminal ICE detainees. Violent offenders are separated from non-violent offenders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THE FACILITY HAS A 3- TIERED CLASSIFICATION SYSTEM. ICE DETAINEES ARE HOUSED IN SEPARATE FEDERAL UNIT FROM STATE DETAINEES. FACILITY SEPARATES VIOLENT OFFENDERS FROM NON VIOLENT OFFENDERS.
Housing assignments are based on threat level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY USES THREAT LEVEL CLASSIFICATION SYSTEM TO HOUSE INMATES. DECISION BASED ON CRIMINAL HISTORY , BEHAVIOR, MENTAL HEALTH AND OR MEDICAL CONCERNS.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

07/17/2017

AUDITOR'S SIGNATURE / DATE

DETAINEE HANDBOOK

POLICY: EVERY OIC WILL DEVELOP A SITE-SPECIFIC DETAINEE HANDBOOK TO SERVE AS AN OVERVIEW OF, AND GUIDE TO, THE DETENTION POLICIES, RULES, AND PROCEDURES IN EFFECT AT THE FACILITY. THE HANDBOOK WILL ALSO DESCRIBE THE SERVICES, PROGRAMS, AND OPPORTUNITIES AVAILABLE THROUGH VARIOUS SOURCES, INCLUDING THE FACILITY, ICE, PRIVATE ORGANIZATIONS, ETC. EVERY DETAINEE WILL RECEIVE A COPY OF THIS HANDBOOK UPON ADMISSION TO THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HANDBOOK IN ENGLISH AND SPANISH. INTERPETER SERVICE AVAILABLE FOR ANY FURTHER CLARIFICATION
The detainee handbook states in clear language the basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OUTLINES ALL RULE AND REGULATIONS OF FACILITY AND THE HANDBOOK . ISSUED UPON BOOK-IN.

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COMPONENTS	YES	NO	NA	REMARKS
<p>The handbook identifies:</p> <ul style="list-style-type: none"> Initial issue of clothing and bedding, and personal hygiene items; When a medical examination will be conducted; The telephone policy, debit card procedures, direct and free calls, locations of telephones, policy when telephone demand is high, Policy and procedures for emergency phone calls, and the Detainee Message System; Facility search procedures and contraband policy; and Facility visiting hours and schedule, and visiting rules and regulations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ALL SUCH FACILITY REGULATION AND POLICIES IDENTIFIED, ARE CONTAINED IN THE FACILITY HANDBOOK</p> <p>I.E. MEDICAL EXAMINATIONS ARE COVERED UNDER SECTION III ..</p>
<p>The handbook describes the detainee disciplinary policy and procedures, to include:</p> <ul style="list-style-type: none"> Prohibited acts and severity scale sanctions; Time limits in the Disciplinary Process; Summary of Disciplinary Process; Sick call procedures for general population and segregation; and The rights and responsibilities of all detainees. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>GRIEVANCE PROCESS IS EXPLAINED IN THE FACILITY HANDBOOK</p> <p>THE FACILITY HANDBOOK OUTLINES ALL DISCIPLINARY PROCEDURES.</p>

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COMPONENTS	YES	NO	NA	REMARKS
<input checked="" type="checkbox"/> ACCEPTABLE	<input type="checkbox"/> DEFICIENT	<input type="checkbox"/> AT-RISK	<input type="checkbox"/> REPEAT FINDING	

REMARKS:

(b)(6),(b)(7)(C)

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S SIGNATURE / DATE

FOOD SERVICE

POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.

COMPONENTS	YES	NO	NA	REMARKS
Trained staff supervises the food service program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERSIGHT MANAGED BY FACILITY FOOD MANAGER FACILITY COMPLIES WITH ALL VERMONT STATE HEALTH DEPARTMENT STANDARDS.
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SHARP UNTENSILS (KNIVES,ECT}ARE SECURED IN A LOCKED CABINET. LOCATION UNDER THE FOOD SERVICE MANAGER /OR DESIGNATED OFFICIAL'S CONTROL.
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitor the condition of knives and dining utensils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SHARPS ARE SECURELY TETHERED TO THE WORKSTATIONS. PER FACILITY POLICY AND PROCEDURE.
Detainees are served at least three meals daily. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SERVED LUNCH-BREAKFAST-DINNER. 12 HR DIFFERENCE BETWEEN DINNER TO BREAKFAST . DETAINEES GIVEN BAGGED LUNCHES FOR ALL COURT APPEARANCES *IT SHOULD BE NOTED ICE DETAINEES ARE ALSO GIVEN BAGGED LUNCHES ON DAY OF TRANSFERS TO OTHER ICE FACILITIES..

FOOD SERVICE				
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COMPONENTS	YES	NO	NA	REMARKS
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTRACTED WITH TRINITY CORP. AS OF 2015. REGISTERED DIETICIAN OVERSEES MENU
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL AND RELIGIOUS DIETS AVAILABLE IN FOOD SERVICE PROGRAM. WRITTEN CONTRACTS ARE COMPLETED WITH DETAINEES REQUESTING SPECIAL FOOD SERVICES OUTSIDE THE COMMON FARE.
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SANITATION POLICY (IE. GLOVES, HAIRNETS,) IN PLACE FOR ALL ASPECTS OF FOOD SERVICE PROGRAM.
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours. (140 degrees for hot – 40 degrees for cold)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN ACCORDANCE WITH THE STATE/ICE DETENTION REGULATIONS (FOOD AUDITS RESULTS) ALL FOOD TEMPERARTURES WITHIN DETENTION REQUIREMENTS

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COMPONENTS	YES	NO	NA	REMARKS
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD TRAY SYSTEM USED. ALL DETAINEES PROVIDED MEALS EQUALLY , IN ADEQUATE PORTIONS.
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD DEPRIVATION ABSOLUTELY NOT USED AS PART OF ANY DISCIPLINARY ACTIONS.
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STAFF CONDUCTS DAILY INSPECTIONS. STATE INSPECTOR OUTSIDE FACILITY CONDUCTS OVERALL INSPECTIONS. OF FOOD PREPARATION AND EQUIPMENT.
Equipment is inspected daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STAFF CONDUCTS DAILY INSPECTIONS.

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COMPONENTS	YES	NO	NA	REMARKS
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD SERVICE MANAGER RECEIVES AND ACCEPTS ALL FOOD DELIVERIES. ALL FOOD DELIVERIES INSPECTED FOR SIGNS OF CONTAMINATION, PEST INFESTATION AND DAMAGE.
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL STORAGE AREAS ARE SECURED AND LOCKED. APPROVED LOCKING DEVICES USED..
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

Signature / DATE

FUNDS AND PERSONAL PROPERTY

POLICY: ALL FACILITIES WILL IMPLEMENT PROCEDURES TO CONTROL AND SAFEGUARD DETAINEES' PERSONAL PROPERTY. PROCEDURES WILL PROVIDE FOR THE SECURE STORAGE OF FUNDS, VALUABLES, BAGGAGE, AND OTHER PERSONAL PROPERTY; THE DOCUMENTATION AND RECEIPTING OF SURRENDERED PROPERTY; AND THE INITIAL AND REGULARLY SCHEDULED INVENTORYING OF ALL FUNDS, VALUABLES, AND OTHER PROPERTY.

☒ **STANDARD NA: (IGSA ONLY) CHECK THIS BOX IF ALL ICE DETAINEE FUNDS, VALUABLES AND PROPERTY ARE HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)(7)(E) present during the processing of detainee funds and valuables during in-processing to the facility. (b)(7)(E) verify funds and valuables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Staff forwards an arriving detainee's medicine to the medical staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff searches arriving detainees and their personal property for contraband.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff procedures follow written policy for returning forgotten property to detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ **ACCEPTABLE**

 ☐ **DEFICIENT**

 ☐ **AT-RISK**

 ☐ **REPEAT FINDING**

REMARKS:

(b)(6),(b)(7)(C)

11/7/2017

INSPECTOR'S SIGNATURE / DATE

DETAINEE GRIEVANCE PROCEDURES

POLICY: EVERY FACILITY WILL DEVELOP AND IMPLEMENT STANDARD OPERATING PROCEDURES (SOPS) FOR ADDRESSING DETAINEE GRIEVANCES IN TIMELY FASHION. EACH STEP IN THE PROCESS WILL OCCUR WITHIN THE PRESCRIBED TIME FRAME. AMONG OTHER THINGS, A GRIEVANCE WILL BE PROCESSED, INVESTIGATED, AND DECIDED (SUBJECT TO APPEAL) IN ACCORDANCE WITH THE SOPS; A GRIEVANCE COMMITTEE WILL CONVEENE AS PROVIDED IN THE SOPS. STANDARD PROCEDURE WILL INCLUDE PROVIDING THE DETAINEE WITH A WRITTEN RESPONSE TO ANY FORMAL GRIEVANCE, WHICH WILL INCLUDE THE BASIS FOR THE DECISION. THE FACILITY WILL ALSO ESTABLISH STANDARD PROCEDURES FOR HANDLING EMERGENCY GRIEVANCES. ALL GRIEVANCES WILL RECEIVE SUPERVISORY REVIEW. REPRISAL AGAINST THE FILER OF A GRIEVANCE WILL NOT BE TOLERATED.

COMPONENTS	YES	NO	NA	REMARKS
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>DETAINEES RECEIVE RESPONSE TO GRIEVANCES WITHIN AN 8 HOUR WIN DOW.</p> <p>GRIEVANCE PROCEDURES PART OF ALL STAFF TRAINING .</p> <p>UPDATES ARE GIVEN TO ALL STAFF MEMBERS..</p>
<p>There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint:</p> <ul style="list-style-type: none"> ▪ If yes, explain. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>NEGATIVE ON ANY DOCUMENTED CASES OR SITUATIONS IN THE PAST YEAR..</p>

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COMPONENTS	YES	NO	NA	REMARKS
Procedures include maintaining a Detainee Grievance Log. <ul style="list-style-type: none"> If not, an alternative acceptable record keeping system is maintained. "Nuisance complaints" are identified in the records. For quality control purposes, staff document nuisance complaints received but not filed. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A GRIEVANCE LOG IS MAINTAINED ON COMPUTER IN THE FACILITY. EACH GRIEVANCE IS ALSO FORWARDED TO VT DEPARTMENT OF CORRECTIONS CENTRAL OFFICE.
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GRIEVANCES FORWARDED TO HIGHER OFFICIALS PER POLICY. SHIFT SUPERVISOR RESPONSIBLE FOR FORWARDING TO ADMINISTRATION. IF ICE DETAINEE, GRIEVANCE FORWARDED TO ICE SUB-OFFICE.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)


 SIGNATURE / DATE

ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS

POLICY: ICE REQUIRES THAT ALL FACILITIES HOUSING ICE DETAINEES PROVIDE CLEAN CLOTHING, BEDDING, LINENS, AND TOWELS TO EVERY ICE DETAINEE UPON ARRIVAL. FURTHER, FACILITIES SHALL PROVIDE ICE DETAINEES WITH REGULAR EXCHANGES OF CLOTHING, LINENS, AND TOWELS FOR AS LONG AS THEY REMAIN IN DETENTION.

COMPONENTS	YES	NO	NA	REMARKS
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 SETS OF SOCKS ISSUED AND CAN BE EXCHANGED 3 TIMES A WEEK SWEATSHIRTS, JACKET, GLOVES, CAP, AND LONG UNDERWEAR ISSUED DURING WINTER MONTHS
New detainees are issued clean bedding, linens, and a towel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AT INTAKE DETAINEES ISSUED CLEAN LINEN. TOWELS REPLACED AS NEEDED. ADDITIONAL BLANKETS ISSUED IN COLDER SEASONS

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

RELIGIOUS PRACTICES

POLICY: FACILITIES WILL PROVIDE ICE DETAINEES OF ALL FAITHS WITH REASONABLE AND EQUITABLE OPPORTUNITIES TO PARTICIPATE IN THE PRACTICES OF THEIR FAITH, LIMITED ONLY BY THE CONSTRAINTS OF SAFETY, SECURITY, THE ORDERLY OPERATIONS OF THE FACILITY AND BUDGETARY CONSIDERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>FOUND IN DOC POLICY 400.51 AND OUTLINED IN HAND BOOK.</p> <p>RELIGIOUS SERVICES ALLOWED FOR ALL DETAINEES.</p> <p>CALENDAR OF ACTIVITIES POSTED BY VISITORS ROOM. (CATHOLIC, JEHOVAH'S WITNESS, ECT.).</p> <p>SERVICES CONDUCTED IN VISITOR, DINING ROOM, OR CONFERENCE ROOMS</p>
The facility allows detainees to observe the major "holy days" of their religious faith.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ALL MAJOR RELIGIOUS HOLIDAYS ALLOWED UNDER FACILITY POLICY.</p>

DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	YES	NO	NA	REMARKS
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>VERBAL EXPLANATION AT INTAKE.</p> <p>TELEPHONE POLICY IS LOCATED IN THE DETAINEE HANDBOOK</p> <p>POSTED IN THE HOUSING UNITS.</p> <p>ICE DETAINEES ARE ALSO GIVEN A CALL TO FAMILY OR FRIEND, AS WELL AS CONSULATE OR LAWYER AT TIME OF ICE PROCESSING</p>
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>THERE IS A SECURE VISITOR AREA THAT GIVES DETAINEES LEGAL PRIVACY WITH THEIR LEGAL REPRESENTATIVE .</p> <p>THIS AREA IS MANAGED BY STAFF TO AFFORD PRIVACY.</p>
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>EMERGENCY PHONE CALLS ARE IMMEDIATELY FORWARDED TO ALL "STATE" AND "ICE" DETAINEES.</p>
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>POLICY ALLOWS FOR CALLS FOR EMERGENCY PURPOSES</p>

DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	YES	NO	NA	REMARKS
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CONSULATE AND LEGAL PHONE CALLS ALLOWED PER HANDBOOK.</p> <p>DETAINEE GIVEN LIST OF CONSULATES AND LEGAL SERVICES BY ICE</p>
The OIG phone number for reporting abuse is programmed into the detainee phone system and the phone number was checked by the inspector during the review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>IT IS POSTED NEAR EVERY INMATE PHONE. THE INMATE PHONE SYSTEM ALLOWS THEM TO CALL IT.</p>
Detainees in disciplinary segregation are allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PER POLICY DETAINEES ARE ALLOWED SUCH PHONE CALLS..</p> <p>THESE CALLS ARE MADE WITH A HIGHER DEGREE OF SECURITY. (FOR EXAMPLE, IN GENERAL POPULATION DETAINEES HAVE ACCESS TO DAV-ROOM PHONE AREA., SEGREGATION DETAINEES WILL REQUEST ACCESS TO PHONE IN SEGREGATION AREA ..)</p>
Detainees in administrative segregation and protective custody are afforded the same telephone privileges as detainees in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AS STATED BY FACILITY POLICY AND WITHIN SAME REQUEST REQUIREMENTS..</p>

DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	YES	NO	NA	REMARKS
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PHONE SYSTEM IS DESIGNED WITH AUDIBLE WARNING, ALERTING SUBJECT OF PHONE MONITORING.</p> <p>SPECIAL ACCESS CALLS ARE MADE ON SPECIAL PHONES</p>
<div style="display: flex; justify-content: space-between; padding: 5px;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING </div>				

REMARKS:

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AUDITOR'S SIGNATURE / DATE

VISITATION

POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.

VISITATION

POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.

COMPONENTS	Y E S	N O	N A	REMARKS
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OUTLINED IN FACILITY POLICY 300.54.</p> <p>VISITATION PROCEDURE IS OUTLINED TO DETAINEES IN THE DETENTION HANDBOOK</p>
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>THIS IS LOCATED ON THE VERMONT DEPARTMENT OF CORRECTIONS WEBSITE.</p>
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>THIS IS LOCATED IN THE FRONT ENTRANCE LOBBY AREA OF THE FACILITY.</p> <p>ALL VISITORS INCLUDING ICE ARE REQUIRED TO LOG IN AT TIME OF ENTRY.</p> <p>NAME OF AGENCY, SIGNATURE, TIME IN/OUT, AND PURPOSE OF VISIT ARE REQUIRED.</p> <p>VISITOR PASSES ARE HANDED OUT</p>
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>METAL DETECTORS ARE USED PRIOR TO ENTRY INTO THE FACILITY AND SEARCH OF ALL ITEMS RED PRIOR TO ACCESS TO THE FACILITY</p>

VISITATION

POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.

☒ ACCEPTABLE

☐ DEFICIENT

☐ AT-RISK

☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

10/18/2017
OR'S SIGNATURE / DATE

SECTION II

HEALTH SERVICES STANDARDS

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

COMPONENTS	YES	NO	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NORTHWEST STATE CURRENTLY ACCREDITED WITH NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE..
The facility's in-processing procedures for arriving detainees include medical screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MEDICAL SCREENING DONE AT INTAKE. INCLUDES TB TESTING. PREA SCREENING, ETC.</p> <p>RESCREENING EXPECTED UPON TRANSFER TO ANOTHER FACILITY.</p> <p>PHARMACEUTICALS (MEDICINES) TRANSFERRED IF NECESSARY.</p>
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MEDICAL STAFF ON SITE 24 HOURS A DAY.</p> <p>SICK CALL REQUEST FORMS USED FOR ALL MEDICAL, DENTAL, OR MENTAL HEALTH NEEDS ..</p>

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

Pharmaceuticals are stored in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PHARMACEUTICALS (MEDICINES) LOCKED IN SECURE AREA AND OVERSIGHT BY FACILITY NURSE.</p> <p>WHILE IN USE THEY ARE STORED IN LOCKED MEDICAL CARTS AND RETURNED TO THAT SAME SECURE AREA.</p>
Medical screening includes a Tuberculosis (TB) test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AT INTAKE AS PART OF INITIAL MEDICAL SCREENING.</p> <p>ALL SUSPECTED CASES WOULD BE HOUSED IN ISOLATION ROOM UNTIL X-RAY REVIEW.</p> <p>TB TESTS RECORDED ON MEDICAL REPORT SHEET RECORD.</p> <p>SCREENING RECORD TRANSFER TO NEW ICE FACILITY</p>
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ALL DETAINEES HAVE ACCESS TO MEDICALSERVICES ..</p> <p>SICK CALL REQUEST FORMS CAN BE ACCESSED FROM NURSE DURING SEGREGATION VISITS EVERY SHIFT</p>
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MEDICAL STAFF ON SITE 24/7.</p> <p>WRITTEN PLAN IN PLACE FOR ALL MEDICAL ATTENTION THAT MIGHT REQUIRE HOSPITALSERVICES.</p> <p>EMERGENCY RESPONSE SYTEM POSTED IN MEDICAL OFFICE AND MASTER CONTROL ROOM.</p>

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MEDICAL STAFF ONSITE 24/7. TRAINED TO RESPOND TO ALL MEDICAL EMERGENCIES .</p> <p>MEDICAL STAFF CERTIFIED IN CPR AND AED. ALL AREAS OF FACILITY CAN BE ACCESSED WITHIN 4 MINUTE WINDOW</p>
Where staff is used to distribute medication, a health care provider properly trains these officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CORRECTIONAL OFFICERS DO NOT ISSUE MEDICATION. MEDICAL STAFF ON SITE 24/7</p>
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>TRANSCRIBED ON A MEDICAL ADMINISTRATIVE RECORD (MAR) PER STANDARD MEDICAL PROCEDURE.</p> <p>RECORDS AVAILABLE FOR REVIEW.</p> <p>ADMINISTERED OR REFUSED MEDICINES DOCUMENTED ON THE MAR.</p>
Detainees are required to sign a refusal to consent form when medical treatment is refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>DETAINEE WHO REFUSES TREATMENT MUST SIGN A WAIVER FORM PER POLICY.</p> <p>DOCUMENTED BY MEDICAL STAFF.</p>
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

AUDITOR'S SIGNATURE / DATE

SUICIDE PREVENTION AND INTERVENTION				
POLICY: ALL DETENTION STAFF WORKING WITH ICE DETAINEES WILL BE TRAINED TO RECOGNIZE SUICIDE-RISK INDICATORS. STAFF WILL HANDLE POTENTIALLY SUICIDAL INDIVIDUALS WITH SENSITIVITY, SUPERVISION, AND REFERRALS. A CLINICALLY SUICIDAL DETAINEE WILL RECEIVE PREVENTIVE SUPERVISION AND TREATMENT.				
COMPONENTS	YES	NO	NA	REMARKS
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UPON INITIAL EMPLOYMENT, AND QUARTERLY. TRAINING INCLUDES RECOGNITION OF SIGNS, REFERRAL PROCESSES, PREVENTION TECHNIQUES
Training prepares staff to: <ul style="list-style-type: none">• Recognize potentially suicidal behavior;• Refer potentially suicidal detainees, following facility procedures; and• Understand and apply suicide-prevention techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVERED UNDER INITIAL AND QUARTERLY REFRESHER TRAINING.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

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S SIGNATURE / DATE

SECTION III

SECURITY AND CONTROL STANDARDS

REMARKS:

CONTRABAND				
POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF CONTRABAND DESTRUCTION IS REQUIRED.				
COMPONENTS	YES	NO	NA	REMARKS
The facility follows a written procedure for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written procedure around contraband that addresses:</p> <ul style="list-style-type: none"> • contraband classification • storage • contraband log • chain of custody • inventory • disposal(to include reporting to proper authority for possible legal action) <p>That procedure, along with DOC Policy 408 as a guidance document..</p>
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OUTLINED IN THE DETAINEE HANDBOOK GIVEN AT BOOK-IN
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

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07/19/2017
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DETENTION FILES

POLICY: EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	YES	NO	NA	REMARKS
A detention file is created for every new arrival whose stay will exceed 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>DETENTION FILES ARE REQUIRED. FOR ALL DETAINEES.</p> <p>FILES LOCATED IN INTAKE INITIALLY AND ADMINISTRATION.FOR LONG TERM STORAGE.</p> <p>FILES SECURED IN LOCKED CABINET</p>
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTAINS ALL INFORMATION GENERATED AT INTAKE. (I-203'S, USM-41 , BOOK IN/OUT FACILITY FORMS.)
<p>The detainee's detention file also contains documents generated during the detainee's custody.</p> <ul style="list-style-type: none"> • Special requests • Any G-589s and/or I-77s closed-out during the detainee's stay • Disciplinary forms/Segregation forms • Grievances, complaints, and the disposition(s) of same 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CONTAINS ALL JAIL PRODUCED DOCUMENTS.</p> <p>ICE 589S & 177S KEPT WITH ICE DETAINEE'S PERSON</p> <p>JAIL PROPERTY FORMS KEPT AND CLOSED OUT WITH FACILITY ..</p>

DETENTION FILES

POLICY: EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	YES	NO	NA	REMARKS
The detention files are located and maintained in a secure area. If not, the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PLACED IN APPROVED SECURE LOCKING CABINET. LOCATED IN INTAKE AND LATER ADMINISTRATION. MANNED 24/7.
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent, and other documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETENTION FILE IS MARKED "INACTIVE". COMPLETE RECORDS HELD WITH ADMINISTRATION PER POLICY
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARKED "INACTIVE" KEPT IN ADMINISTRATION AND AVAILABLE PER ICE REQUEST

DETENTION FILES

POLICY: EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	YES	NO	NA	REMARKS
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE GIVEN ALL DETENTION DOCUMENTS AS REQUESTED. MEDICAL RECORDS TRANSFERRED TO ICE DETAINEE'S NEW FACILITY.
Appropriate staff has access to the detention files, and other departmental requests are accommodated by making a request for the file. Each file is properly logged out and in by a representative of the responsible department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRITTEN AND VERBAL REQUESTS. OVERSIGHT BY RECORDS OFFICER.. DESIGNATED RECORDS OFFICER WITHIN FACILITY.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

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07/01/2017

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DISCIPLINARY POLICY

POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VT DEPARTMENT OF CORRECTIONS HAS A WRITTEN DISCIPLINARY POLICY (VT300.57). DETAILS ALL LEVELS OF DISCIPLINARY ACTION

DISCIPLINARY POLICY				
POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.				
COMPONENTS	YES	NO	NA	REMARKS
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THIS IS FORBIDDEN. OUTLINED IN VT DEPARTMENT OF CORRECTION DISCIPLINARY PROCEDURE.
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> • corporal punishment • deviations from normal food service • clothing deprivation • bedding deprivation • denial of personal hygiene items • loss of correspondence privileges • deprivation of physical exercise 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SANCTIONS LISTED ARE PROHIBITED PER VT DEPARTMENT OF CORRECTION WRITTEN POLICY.
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OUTLINED IN HANDBOOK ISSUED TO DETAINEE UPON INTAKE.

DISCIPLINARY POLICY

POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.

COMPONENTS	YES	NO	NA	REMARKS
<p>The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility:</p> <ul style="list-style-type: none"> • Rights and Responsibilities • Prohibited Acts • Disciplinary Severity Scale • Sanctions 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>POSTED IN ENGLISH PER JAIL POLICY.</p> <p>INTERPETER SERVICE AVAILABLE FOR ALL LANGUAGES AS REQUI RED.</p> <p>ICE HANDBOOK OFFERED IN BOTH ENG LISH,SPANISH LANGUAGE.</p>
<p>When minor rule violations or prohibited acts occur, informal resolutions are encouraged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MINOR VIOLATIONS ARE RESOLVED AT THE LOWEST LEVEL POSSIBLE.</p>

☒ ACCEPTABLE
 ☐ DEFICIENT
 ☐ AT-RISK
 ☐ REPEAT FINDING

REMARKS:

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7/15/2017
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EMERGENCY (CONTINGENCY) PLANS

POLICY ALL FACILITIES HOLDING ICE DETAINEES WILL RESPOND TO EMERGENCIES WITH A PREDETERMINED STANDARDIZED PLAN TO MINIMIZE THE HARMING OF HUMAN LIFE AND THE DESTRUCTION OF PROPERTY. IT IS RECOMMENDED THAT SPCS AND CDFS ENTER INTO AGREEMENT, VIA MEMORANDUM OF UNDERSTANDING (MOU), WITH FEDERAL, LOCAL AND STATE AGENCIES TO ASSIST IN TIMES OF EMERGENCY.

COMPONENTS	YES	NO	NA	REMARKS
Policy precludes detainees or detainee groups from exercising control or authority over other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER FACILITY POLICY. ANY VIOLATIONS REPORTED.
Detainees are protected from: <ul style="list-style-type: none"> • Personal abuse • Corporal punishment • Personal injury • Disease • Property damage • Harassment from other detainees 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROHIBITED PER VT DOC POLICY
Written procedures cover: <ul style="list-style-type: none"> • Work/Food Strike • Disturbances • Escapes • Bomb Threats • Adverse Weather • Facility Evacuation • Internal Hostages 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRITTEN IN STANDARD OPERATING PROCEDURES OF FACILITY AND VT DEPARTMENT OF CORRECTION POLICY. HUNGER STRIKES REPORTED TO MEDICAL AFTER 3 MISSED MEALS.
<div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING </div>				

REMARKS:

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07/19/2017
 AUDITOR'S SIGNATURE / DATE

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VT DEPARTMENT OF CORRECTIONS HAS WRITTEN HAZ-MAT POLICY THAT INSTRUCTS JAIL IN PROPER STORAGE, ISSUANCE, AND MAINTAINING OF HAZARDOUS ITEMS.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN COMPLIANCE WITH HAZ-MAT POLICY, ALL ITEMS ARE LOGGED
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY FIRE SAFETY INSPECTOR HAS THIS RECORDED ON FILE ON COMPUTER.

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
<p>All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They:</p> <ul style="list-style-type: none"> Wear personal protective equipment; and Report hazards and spills to the designated official. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>MASKS AND PROTECTIVE EQUIPMENT ARE AVAILABLE.</p> <p>REQUIRED UNDER VT DEPARTMENT OF CORRECTIONS HAZ-MAT AND OSHA POLICY AND PROCEDURE.</p>
<p>The MSDSs are readily accessible to staff and detainees in work areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>(MSDS) SHEETS LOCATED IN ALL WORK AND CLEANING AREAS OF THE FACILITY.</p> <p>UPDATED AS NEEDED</p>
<p>Hazardous materials are always issued under proper supervision.</p> <ul style="list-style-type: none"> Quantities are limited; and Staff always supervises detainees using these substances. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OVERSEEN BY CORRECTION STAFF AND UNDER SUPERVISION OF STAFF.</p> <p>ANY WORK MATERIALS (I.E. LAUNDRY ETC.) OVERSEEN BY CREW SUPERVISOR.</p>

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AIR EXCHANGERS IN USE BY FACILITY. MAINTAINED BY ONSITE STATE BUILDING CONTRACTORS. FACILITY IS CLIMATE CONTROLLED.
Vents return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO OBSTRUCTIONS NOTICED DURING INSPECTION, NO REPORTED ISSUES TO FACILITY STAFF RECENTLY.
Living units are maintained at appropriate temperatures in accordance with industry standards. (68 to 74 degrees in the winter and 72 to 78 degrees in the summer.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TEMPERATURES ARE SET AT APPROPRIATE SPECIFICATIONS PER INDUSTRY STANDARDS. CLIMATE CONTROLLED FACILITY

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TEMPERATURES DON'T EXCEED 120 DEGREES PER INDUSTRY STANDARD.
Staff directly supervise and account for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO PRODUCTS FOUND CONTAINING METHYL ALCOHOL.
A technically qualified officer conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	THESE INSPECTIONS ARE DONE BY FACILITY TRAINED OFFICER WHO IS CERTIFIED ANNUALLY.

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES

COMPONENTS	YES	NO	NA	REMARKS
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EMERGENCY PLANS POSTED IN ALL LIVING AREAS. INSPECTED BY STATE FIRE MARSHAL AND NOTATED IN INSPECTION.
The plan requires: <ul style="list-style-type: none"> • Monthly fire inspections; • Fire protection equipment strategically located throughout the facility; • Public posting of emergency plans with accessible building/room floor plans; • Exit signs and directional arrows; and • An area-specific exit diagram conspicuously posted in the diagrammed area. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLANS POSTED IN VISIBLE AREAS. FIRE INSPECTION CONDUCTED AND RECORDS KEPT IN ADMIN. ALL EMERGENCY EXIT SIGNS AT TIME OF INSPECTION WORKING AND OPERATIONAL
Written procedures regulate the handling and disposal of used needles and other sharp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"SHARP" CONTAINERS USED AND SECURED.

ENVIRONMENTAL HEALTH AND SAFETY

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COMPONENTS	YES	NO	NA	REMARKS
Standard cleaning practices include: <ul style="list-style-type: none"> Using specified equipment; cleansers; disinfectants and detergents. An established schedule of cleaning and follow-up inspections. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SPECIFIC CLEANING EQUIPMENT/CLEANSERS UNDER CONTROL OF FACILITY STAFF CLEANING SCHEDULES ISSUED BY FACILITY STAFF. UNITS USUALLY CLEANED BY 9:00AM DAILY..
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> At least monthly. The pest-control program includes preventative spraying for indigenous insects. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNDER SUPERVISION OF VT STATE CORRECTIONS WHO USE OUTSIDE CONTRACT COMPANY

☒ ACCEPTABLE
 ☐ DEFICIENT
 ☐ AT-RISK
 ☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

1/9/2017

SIGNATURE / DATE

HOLD ROOMS IN DETENTION FACILITIES

POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
The hold rooms are situated within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOCATED IN THE INTAKE/BOOKING AREA
The hold rooms are well ventilated well lighted, and all activating switches are located outside the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNDER SUPERVISION OF BOOKING/INTAKE OFFICER 24/7. CLIMATE CONTROLLED HVAC SYSTEM IN FACILITY. LIGHTING SWITCHES ARE LOCATED OUTSIDE CELLS.
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 HOLD AREAS PROVIDE SUFFICIENT SEATING FOR DETAINEES. DETAINEES ARE HELD IN HOLD ROOMS WITH DOUBLE BUNKS AND TOILET UNITS

HOLD ROOMS IN DETENTION FACILITIES

POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
The walls and ceilings of the hold rooms are tamper and escape proof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TAMPER AND ESCAPEPROOF PER FACILITY CONSTRUCTION.
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PRIOR TO ENTERING POPULATION, OR TRANSFER. USED FOR TEMPORARY DETENTION OF DETAINEES.
Male and females are segregated from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MALE FACILITY ONLY. FEMALES SENT TO CHITTENDEN COUNTY CORRECTIONAL FACILITY IN BURLINGTON, VT.
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY DOES NOT DETAIN DETAINEES UNDER 18. IN AN EMERGENCY SITUATION WOULD SEGREGATE PER POLICY.

HOLD ROOMS IN DETENTION FACILITIES

POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOOKING OFFICER PRESENT 24/7 IN THE INTAKE/HOLDING ROOM AREA. TOILET AND SINK UNITS LOCATED IN EACH HOLDING ROOM.
All detainees are given a pat down search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL DETAINEES INTIALLY PATTED DOWN PRIOR TO ENTERING INTAKE ROOM.. SEARCHED AN D ISSUED PRISON UNIFORMS PRIOR TO BEING PLACED IN THE HOLDING ROOM.
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.). <ul style="list-style-type: none"> Hold rooms are irregularly monitored every 15 minutes. Unusual behavior or complaints are noted. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUPERVISED 24/7 BY BOOKING OFFICER RECORDED IN CONTROL ROOM . BOTH LOCATED IN VISUAL SIGHT OF BOOKING OFFICER AND THE MASTER CONTROL ROOM OPERATOR.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

07/19/2017

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**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	YES	NO	NA	REMARKS
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL INCIDENTS OF COMPROMISED KEYS AND/OR LOCKS ARE REPORTED TO THE SUPERVISOR. KEPT ON RECORD IN STATE DATABASE UNDER UNUSUAL INCIDENT REPORTING.
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PADLOCKS AND CHAINS ARE PROHIBITED BY VERMONT DEPARTMENT OF CORRECTIONS POLICY.

**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

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COMPONENTS	YES	NO	NA	REMARKS
<p>The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to:</p> <ul style="list-style-type: none"> Occupational Safety and Environmental Health Manual, Ch. 3; National Fire Protection Association Life Safety Code 101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENTRANCE/EXIT DOOR LOCKS ARE UP TO OSHA CODE AND FIRE CODE.
<p>Emergency keys are available for all areas of the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL EMERGENCY KEYS ARE LABELED AND KEPT IN THE CONTROL ROOM.
<p>The facilities use a key accountability system.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AUDITED EVERY 4-8 HOURS.</p> <p>CHECKLIST REQUIRED.</p>

**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	YES	NO	NA	REMARKS
<p>Authorization is necessary to issue any restricted key.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>SECURED.</p> <p>UNDER SUPERVISION OF SHIFT SUPERVISOR.</p>
<p>Individual gun lockers are provided.</p> <ul style="list-style-type: none"> • They are located in an area that permits constant officer observation. • In an area that does not allow detainee or public access. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>GUN LOCKERS ARE LOCATED OUTSIDE OF BOOKING AREA IN A LOCKED VESTIBULE..</p> <p>GUN BOXES ARE MONITORED BY THE CONTROL ROOM AND BOOKING OFFICER. PRIOR TO ACCESS TO THE FACILITY.</p>
<p>All staff members are trained and held responsible for adhering to proper procedures for the handling of keys.</p> <ul style="list-style-type: none"> • Issued keys are returned immediately in the event an employee inadvertently carries a key ring home. • When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified. • Detainees are not permitted to handle keys assigned to staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>LOGBOOK IN PLACE AS WELL AS REPORTING PROCEDURE.</p> <p>STAFF GIVEN INITIAL TRAINING AND REFRESHERS.</p> <p>INMATES DO NOT HANDLE KEYS.</p> <p>SHIFT SUPERVISOR IMMEDIATELY NOTIFIED OF MISSING KEYS.</p>

**KEY AND LOCK CONTROL
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	YES	NO	NA	REMARKS
<input checked="" type="checkbox"/> ACCEPTABLE		<input type="checkbox"/> DEFICIENT	<input type="checkbox"/> AT-RISK	<input type="checkbox"/> REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

SIGNATURE / DATE

POPULATION COUNTS

POLICY: ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.

COMPONENTS	YES	NO	NA	REMARKS
Staff conduct a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POST ORDERS SHOWS COUNT PROCEDURE. FORMAL COUNTS DONE ONCE PER SHIFT AND DURING AN EMERGENCY LOCKDOWN.

POPULATION COUNTS

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Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY IS IN LOCKDOWN WHEN HEADCOUNT IS BEING DONE..
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL FORMAL COUNTS ARE BEING FORWARDED TO CONTROL ROOM. RECORDS MAINTAINED BY BOOKING OFFICE
Detainee participation in counts is prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COUNTS CONDUCTED BY FACILITY STAFF ONLY.
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VISUAL INSPECTION REQUIRED BY FACILITY STAFF PRIOR TO REPORTING THE HEADCOUNT .

POPULATION COUNTS

POLICY: ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.

Written procedures cover informal and emergency counts. <ul style="list-style-type: none"> • They are followed during informal counts and emergencies. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY STANDARD OPERATING PROCEDURES, IN WRITTEN FORM, FOUND IN POST ORDERS.
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTROL OFFICER MAINTAINS COUNT RECORD FOR ALL DETAINEES OUT OF UNIT FOR ANY REASON. RECORD KEPT FOR DETAINEES CURRENTLY OUT OF FACILITY (IE. MEDICAL, COURT, ETC.)

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

SIGNATURE / DATE

SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PER FACILITY AND STATE POLICY.</p> <p>OUTLINED IN WRITTEN STANDARD OPERATING PROCEDURES.</p> <p>VT FACILITY POLICY 300.89</p>
Every officer is required to conduct a security check of his/her assigned area. The results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>OFFICERS ARE REQUIRED TO DO CHECKS/</p> <p>RECORDED CHECKS ARE RECORDED IN THE "POST ORDER" LOG BOOK.</p>
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ALL SUBJECTS ARE CHECKED BY FRONT ENTRANCE OFFICER.</p> <p>REQUIRED TO LOG INTO FRONT ENTRANCE LOG THAT REQUIRES THEIR AGENCY AND PURPOSE OF VISIT..</p> <p>UPDATED AT COMPUTER TERMINAL LOCATED IN VISITOR LOBBY.</p> <p>VISITORS ENTERING FACILITY ARE RADIO'ED TO THE MASTER CONTROL ROOM.</p> <p>WITNESSED DURING INSPECTION</p>
Every Control Center officer receives specialized training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PER FACILITY TRAINING REQUIREMENT. CONSISTS OF HIGHER DEGREE OF TRAINING/ AND EXPERIENCE THAN REGULAR OFFICER. TRAINING APPLIES TO CONTROL CENTER OPERATION</p>

SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The Control Center is staffed around the clock.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24/7
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NON -ESSENTIAL STAFF RESTRICTED FROM CONTROL ROOM AREA.
Detainees are restricted from access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAINEES ARE NEVER ALLOWED ACCESS TO THE CONTROL CENTER.

SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PERIMETER VEHICLE AND CCTV SYSTEM.
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RECORD OF ALL VEHICLES ENTERING FACILITY. SENSITIVE AREAS ON VIDEO MONITORING. LOG- IN REQUIRED AT ENTRY/EXIT TO LOBBY AREAS
Officers thoroughly search each vehicle entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEARCHED WITHIN SALLY- PORT. BOTH ENTERING AND EXITING THE FACILITY. VIDEO MONITORING.

SECURITY INSPECTIONS

POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
Every search of the SMU and other housing units is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EACH ASSIGNED AREA'S SEARCH IS LOGGED

☒ ACCEPTABLE
☐ DEFICIENT
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☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

AUDITOR'S SIGNATURE / DATE

SPECIAL MANAGEMENT UNIT (SMU)

ADMINISTRATIVE SEGREGATION

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

COMPONENTS	YES	NO	NA	REMARKS
<p>The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation.</p> <ul style="list-style-type: none"> • Detainees are placed in the SMU (administrative) in accordance with written criteria. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POLICY OUTLINED IN FACILITY WRITTEN STANDARD OPERATION PROCEDURES. VT FACILITIES POLICIES 300.57 DIRECTIVE 410
<p>In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved.</p> <ul style="list-style-type: none"> • A copy of the order given to the detainee within 24 hours. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUTHORIZATION IN EXIGENT CIRCUMSTANCES HAS TO BE GIVEN BY SUPERVISOR. ADMIN PLACEMENT REPORT HAS TO FILED WITHIN 24 HRS OF INCIDENT.
<p>Administratively segregated detainees enjoy the same general privileges as detainees in the general population.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SERVICES (RECREATION,FOOD, MEDICAL, ETC). ALLOWED UNDER FACILITY REQUIREMENTS.
<p>The SMU is:</p> <ul style="list-style-type: none"> • Well ventilated; • Adequately lighted; • Appropriately heated; and • Maintained in a sanitary condition. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>FACILITY CLIMATE CONTROLLED.</p> <p>WITHIN SPECIFICATIONS IN PODS AND SMU UNITS.</p>

**SPECIAL MANAGEMENT UNIT (SMU)
ADMINISTRATIVE SEGREGATION**

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

COMPONENTS	YES	NO	NA	REMARKS
All cells are equipped with beds. <ul style="list-style-type: none"> Every bed is securely fastened to the floor or wall. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL BEDS SECURELY FASTENED TO WALL.
The number of detainees in any cell does not exceed the occupancy limit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO OVERCROWDING WITNESSED DURING TIME OF INSPECTION.
Detainees receive three nutritious meals per day from the general population's menu of the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SATELLITE FEEDING FALLS UNDER SAME REQUIREMENTS OF GENERAL POPULATION

SPECIAL MANAGEMENT UNIT (SMU)

ADMINISTRATIVE SEGREGATION

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT (DISCIPLINARY SEGREGATION)" STANDARD).

COMPONENTS	YES	NO	NA	REMARKS
Each detainee maintains a normal level of personal hygiene in the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERSEEN BY SMU STAFF
A health care professional visits every detainee at least three times a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMU DETAINEE CAN ALSO REQUEST TO BE SEEN. MEDICAL STAFF LOCATED WITH IN FACILITY. SICK CALL REQUEST FORMS PROVIDED FOR MEDICAL, DENTAL , AND MENTAL HEALTH CONCERNS.
The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOGGED IN COMPUTER/STATE DATABASE

SPECIAL MANAGEMENT UNIT (SMU)**ADMINISTRATIVE SEGREGATION**

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

COMPONENTS	YES	NO	NA	REMARKS
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL STAFF VISIT UNIT TWICE A DAY FOR ISSUANCE OF MEDICATION AND TO TALK WITH DETAINEES. ACTIVITY IS LOGGED IN FACILITY DATABASE.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

07/19/2017
S SIGNATURE / DATE**SPECIAL MANAGEMENT UNIT****DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	YES	NO	NA	REMARKS
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER STANDARD OPERATING PROCEDURE. INCIDENTS LOGGED IN FACILITY DATABASE.

**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	YES	NO	NA	REMARKS
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADMINISTRATIVE PLACEMENT REPORT GIVEN.
Standard procedures include reviewing the cases of individual detainees housed in disciplinary segregation at set intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL SMU DETAINEES ARE REVIEWED AT SET INTERVALS AND ON A WEEKLY BASIS. A REVIEW IS CONDUCTED BY THE HEAD CASE WORKER AND SUPERVISOR OF THE FACILITY.
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WITHIN GUIDELINES AS WITNESSED DURING INSPECTION.

**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	YES	NO	NA	REMARKS
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REQUIRED BY VT DEPARTMENT OF CORRECTION GUIDELINES. WITNESSED DURING INSPECITON PROCESS.
When a detainee is segregated without clothing, mattress, blanket, or pillow (in a dry cell setting), a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRY CELL SEGREGATION IS INTIATED BY SUPERVISOR, AND APPROVED BY FACILITY SUPERINTENDANT. SUBJECT IS UNDER CONSTANT SUPERVISION DURING THIS TIME.
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SATELLITE FEEDING FALLS UNDER SAME REQUIREMENTS OF GENERAL POPULATION. (REPEAT QUESTION FROM PAGE 57)

**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	YES	NO	NA	REMARKS
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERSEEN BY SMU STAFF. ALL HYGIENE ITEMS ISSUED.
A health care professional visits every detainee in disciplinary segregation every week day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WEEKDAY VISITS CONDUCTED. MEDICAL STAFF ON SITE 24/7. SMU DETAINEE CAN ALSO REQUEST TO BE SEEN. MEDICAL STAFF LOCATED WITHIN FACILITY
All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACTIVITY IS LOGGED IN FACILITY DATABASE.. REPEAT QUESTION (PAGE 58)

**SPECIAL MANAGEMENT UNIT
DISCIPLINARY SEGREGATION**

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	YES	NO	NA	REMARKS
SMU staff record whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACTIVITY IS LOGGED IN FACILITY DATABASE. MEDICAL STAFF VISIT UNIT TWICE A DAY FOR ISSUANCE OF MEDICATION AND TO TALK WITH DETAINEES.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

(b)(6),(b)(7)(C)

07/25/17

SIGNATURE / DATE

TOOL CONTROL

POLICY: IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.

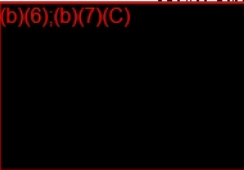
COMPONENTS	YES	NO	NA	REMARKS
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> Restricted (dangerous/hazardous); and Non-Restricted (non-hazardous). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FACILITY HAS CLASSIFICATION SYSTEM WITH THE USE OF ISSUANCE LISTS/SHADOW BOARDS AS WITNESSED DURING INSPECTION. NOT CLASSIFIED AS RESTRICTED OR NON RESTRICTED. ALL TOOLS CONSIDERED DANGEROUS.

TOOL CONTROL

POLICY: IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.

COMPONENTS	YES	NO	NA	REMARKS
Each facility has procedures for the issuance of tools to staff and detainees.	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ISSUANCE LIST WHICH IS AUDITED BY FACILITY STAFF AND OVERSEEN BY SUPERVISORS. FACILITY PROCEDURE 300.10.
<input checked="checked" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:


e7/b6/17
R'S SIGNATURE / DATE

TRANSPORTATION
LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors maintain records for each vehicle operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION
LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
<p>Officers use a checklist during every vehicle inspection.</p> <ul style="list-style-type: none"> • Officers report deficiencies affecting operability; and • Deficiencies are corrected before the vehicle goes back into service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Transporting officers:</p> <ul style="list-style-type: none"> • Limit driving time to 10 hours in any 15 hour period; • Drive only after eight consecutive off-duty hours; • Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours; • Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days; • During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION
LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
<p>(b)(7)(E) with valid CDLs required in any bus transporting detainees.</p> <ul style="list-style-type: none"> When buses travel in tandem with detainees, there are (b)(7)(E) vehicle. An unaccompanied driver may transport an empty vehicle. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before the start of each detail, the vehicle is thoroughly searched.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive identification of all detainees being transported is confirmed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION
LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturer's occupancy level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective vests are provided to all transporting officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TRANSPORTATION
LAND TRANSPORTATION**

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
<p>The vehicle crew conducts a visual count once all passengers are on board and seated.</p> <ul style="list-style-type: none"> Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Officers ensure that no one contacts the detainees.</p> <ul style="list-style-type: none"> (b)(7)(E) remains in the vehicle at all times when detainees are present. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TRANSPORTATION
LAND TRANSPORTATION**

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
<p>Meals are provided during long distance transfers.</p> <ul style="list-style-type: none"> The meals meet the minimum dietary standards, as identified by dietitians utilized by ICE. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.).</p> <ul style="list-style-type: none"> Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative; Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION
LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
Vehicles have: <div style="border: 1px solid red; background-color: black; width: 150px; height: 120px; margin: 5px 0;">(b)(7)(E)</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicles are clean and sanitary at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility is: <ul style="list-style-type: none"> • Inventoried; • Inspected; and • Accompanies the detainee. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRANSPORTATION LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☒ **STANDARD NA:** CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
<p>The following contingencies are included in the written procedures for vehicle crews:</p> <ul style="list-style-type: none"> • Attack, Escape, Hostage-taking, Detainee sickness • Detainee death, Vehicle fire, Riot, Traffic accident • Mechanical problems, Natural disasters, Severe weather • Passenger list includes women or minors 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING </div>				

(b)(6),(b)(7)(C)

USE OF FORCE

POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

COMPONENTS	YES	NO	NA	REMARKS
There is a use of force policy outlining immediate and calculated use of force, and confrontation avoidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVERED UNDER MULTIPLE FACILITY POLICY (300.11,300.12,300.13 AND VT DOC 413.01). STAFF RECEIVES INITIAL TRAINING UPON HIRING, AND QUARTERLY RENEWALS . YEARLY RE-CERTIFICATIONS.
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STAFF TRAINING REQUIRED QUARTERLY. RE-CERTIFIED YEARLY
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRITTEN REPORT COMPLETED BY SUPERVISOR INCIDENT LOGGED INTO FACILITY DATABASE. DETAILED REPORT BY SUPERVISOR DETAILS WHAT TYPE OF USE OF FORCE AND ANY NON LETHAL APPLICATION OF FORCE
Staff: <ul style="list-style-type: none"> Do not use force as punishment; Attempt to gain the detainee's voluntary cooperation before resorting to force; Use only as much force as necessary to control the detainee; and 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PART OF QUARTERLY USE OF FORCE TRAINING.

USE OF FORCE

POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

COMPONENTS	YES	NO	NA	REMARKS
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOT USED AT FACILITY.
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL SERVICE OFFERED WITH EVERY INCIDENT.
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> Medical personnel are consulted 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Male only facility

USE OF FORCE

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COMPONENTS	YES	NO	NA	REMARKS
The officers are thoroughly trained in the use of soft and hard restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PART OF CORE TRAINING AND CERTIFICATION.
For incidents involving calculated use of force, a videotape is made and retained for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUBJECT IS RECORDED WITH HANDHELD AND FIXED VIDEO WITHIN THE FACILITY.

☒ ACCEPTABLE

☐ DEFICIENT

☐ AT-RISK

☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

SIGNATURE / DATE

STAFF DETAINEE COMMUNICATIONS

POLICY: PROCEDURES MUST BE IN PLACE TO ALLOW FOR FORMAL AND INFORMAL CONTACT BETWEEN KEY FACILITY STAFF AND ICE STAFF AND ICE DETAINEE AND TO PERMIT DETAINEES TO MAKE WRITTEN REQUESTS TO ICE STAFF AND RECEIVE AN ANSWER IN AN ACCEPTABLE TIME FRAME.

COMPONENTS	YES	NO	NA	REMARKS
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES. INDIVIDUAL CASEWORKER FORWARDS ANY REQUEST FOR ICE INFORMATION
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IMMEDIATE NOTIFICATION MADE TO ICE.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)

ICE'S SIGNATURE / DATE

07/21/2017

DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
<p>When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer.</p> <ul style="list-style-type: none"> The notification is recorded in the detainee's file; and When the A File is not available, notification is noted within DACS 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE PLACES G-28 IN A-FILE AND AN UPDATE IS NOTED IN EARM

DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
Notification includes the reason for the transfer and the location of the new facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOTICE OF TRANSFER GIVEN TO ALIEN AND ATTORNEY AS REPRESENTED BY G-28
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOTIFICATION IS MADE AS SOON AS POSSIBLE DEPENDING ON NATURE OF CIRCUMSTANCES
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSTRUCTED OF THIS AT TIME OF RECEIPT OF TRANSFER SHEET.

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COMPONENTS	YES	NO	NA	REMARKS
<p>Facility policy mandates that:</p> <ul style="list-style-type: none"> • Times and transfer plans are never discussed with the detainee prior to transfer; • The detainee is not notified of the transfer until immediately prior to departing the facility; and • The detainee is not permitted to make any phone calls or have contact with any detainee in the general population. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ALIEN IS NOTIFIED JUST PRIOR TO DEPARTING FACILITY.</p> <p>ALIEN NOT PERMITTED PHONE CALL.</p>
<p>The detainee is provided with a completed Detainee Transfer Notification Form.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ON DAY OF TRANSFER.</p>

DETAINEE TRANSFER STANDARD

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COMPONENTS	YES	NO	NA	REMARKS
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-203 RELEASE FORM USED. KEPT ON RECORD AT FACILITY. TRANSFERS UPDATE IN EADM/EARM.
For medical transfers: <ul style="list-style-type: none"> The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer; Medical transfers are coordinated through the local ICE office; and A medical transfer summary is completed and accompanies the detainee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL TRANSFER SUMMARY IS COMPLETED BY THE MEDICAL DEPARTMENT AND SENT WITH ICE AGENTS UPON RELEASE FROM FACILITY. MEDICAL TRANSFER SUMMARY FOLLOWS ICE DETAINEE TO NEW FACILITY

DETAINEE TRANSFER STANDARD

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COMPONENTS	YES	NO	NA	REMARKS
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number, and the envelope is marked Medical Confidential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL FORMS TRANSFERRED WITH ALL DETAINEES. SEALED ENVELOPES WITH A-NUMBER AND NAME.
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL SUMMARY GIVEN TO TRANSPORTATION OFFICERS UNDER ICE POLICY AND PROCEDURE. TRANSPORTING OFFICERS AWARE OF ANY ISSUES PRIOR TO DEPARTING THE FACILITY.
Detainee's funds, valuables, and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAINEE FUNDS TRANSFERRED WITH DETAINEE TO NEW LOCATION. ALL PROPERTY IS BOOKED IN/OUT AND UPDATED THROUGH EARM. SIGNED 1-216 INITIATED ELECTRONICALLY AND HARD COPY KEPT ON FILE AT SUB OFFICE.

DETAINEE TRANSFER STANDARD

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COMPONENTS	YES	NO	NA	REMARKS
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER ICE POLICY
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAGGED LUNCHES PROVIDED UPON TRANSFER FROM THE FACILITY. THIS IS COST SAVING TO ICE. HEATER MEALS/OATMEAL/WATER AVAILABLE AT ICE OFFICE
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FILES TRANSFERRED(HAND CARRIED) WITH DETAINEE BY TRANSPORT TEAM. FILES RECORDED AS TRANSFERRED BY RECORD CLERK

DETAINEE TRANSFER STANDARD

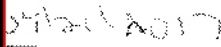
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COMPONENTS	YES	NO	NA	REMARKS
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>FILES HAND CARRIED BY TRANSPORT TEAM AT TIME OF TRANSFER.</p> <p>ALL TRANSFERS ARE UPDATED BY RECORDS OFFICER.</p>

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

REMARKS:

(b)(6),(b)(7)(C)


 SIGNATURE / DATE

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
The facility has a Sexual Abuse and Assault Prevention and Intervention Program consistent with the ICE Zero Tolerance Policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>FACILITY PREA CERTIFIED.</p> <p>ALL STAFF HAD TO COMPLETE PREA TRAINING INITIALLY AND ANNUAL REFRESHER TRAINING</p> <p>VOLUNTEERS TO FACILITY ALSO HAVE TO RECEIVE MANDATORY PREA TRAINING.</p>

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims fo sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
All staff are trained during orientation and in annual refresher training in the prevention and intervention areas required by the Detention Standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER PREA REQUIREMENTS. STAFF AND VOLUNTEERS REQUIRED MANDATORY TRAINING
The facility maintains written documentation verifying employee, volunteer, and contractor training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL RECORDS OF CERTIFICATION OF STAFF, VOLUNTEERS, AND CONTRACTORS KEPT IN ADMINISTRATION OFFICE ADJACENT TO LOBBY.
Detainees are informed about the program in facility orientation and in the detainee handbook (or equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INFORMATION IN HANDBOOK. POSTERS LOCATED THROUGHOUT FACILITY. ALSO LOCATED AT HOLDING CELLS IN ICE OFFICE

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
The Sexual Assault Awareness Notice is posted on all housing unit bulletin boards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POSTED IN ALL HOUSING AREAS OF FACILITY. POSTED IN INTAKE. LOCATED AT HOLDING CELLS IN ICE OFFICE
Detainees are screened upon arrival for "high risk" sexual assaultive and sexual victimization potential and housed and counseled accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL STAFF INITIATES PREA SCREENING ON INTAKE OF DETAINEE INTO FACILITY. MEDICAL STAFF HAS LIST OF QUESTIONS REGARDING PREA THAT ARE ASKED PRIOR TO DETAINEE ENTERING THE FACILITY. WITNESSED AT BOOK IN. HOUSED BASED ON RESULTS OF SCREENING.
A detainee who is subjected to sexual abuse or assault is not returned to general population until proper re-classification, taking into consideration any increased vulnerability of the detainee as a result of the sexual abuse or assault, is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JAIL FOLLOWS PROCEDURE AS REQUIRED BY PREA GUIDANCE.

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
There is prompt and effective intervention when any detainee is sexually abused or assaulted, and policy and procedures in place for required chain-of-command and immediate ICE reporting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER PREA STANDARDS AND VERMONT DEPARTMENT OF CORRECTIONS POLICY.
Staff suspected of perpetrating sexual abuse or assault are removed from all duties requiring detainee contact pending the outcome of an investigation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER PREA STANDARDS AND VERMONT DEPARTMENT OF CORRECTIONS POLICY
When there is an alleged sexual assault, staff conduct a thorough investigation, gather and maintain evidence, and make referrals to appropriate law enforcement agencies for possible prosecution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PER PREA STANDARDS AND VERMONT DEPARTMENT OF CORRECTIONS POLICY VT STATE POLICE AGENCY NOTIFIED FOR POSSIBLE PROSECUTION

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

Policy: This Detention Standard requires that facilities that house ICE/DRO detainees affirmatively act to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

Components	Y	N	N/A	Remarks
When there is an alleged or proven sexual assault, the required notifications are promptly made to facility supervisors and ICE management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOTIFICATION REQUIRED BY PREA TO FACILITY SUPERINTENDENT AND ICE MANAGEMENT
Victims of sexual abuse or assault are referred to specialized community resources for treatment and gathering of evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PREA VICTIMS ABSOLUTELY REFERRED TO OUTSIDE RESOURCES FOR TREATMENT. SPOKE WITH FACILITY PREA COORDINATOR.
Tracking statistics and reports are readily available for review by the inspectors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REPORT COMPLETED BY (b)(6),(b)(7)(C) OF THE NORTHWEST STATE CORRECTIONAL FACILITY. TRACKING ENCLOSED WITH INSPECTION.

☒ Acceptable
☐ Deficient
☐ At-Risk
☐ Repeat Finding

Remarks: (Record significant facts, observations, other sources used, etc.)

(b)(6),(b)(7)(C)



ite

07/21/2017

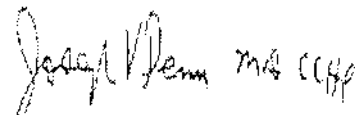
National Commission on Correctional Health Care

Certificate of Accreditation

Northwest State Correctional Facility
Swanton, Vermont

The above named facility is hereby recognized by the National Commission on Correctional Health Care upon recommendation of its Accreditation Committee to have met all the requirements of accreditation under NCCHC's Standards for Health Services.

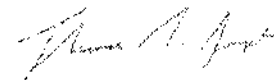
October 2015



Chair, NCCHC Accreditation Committee



Chair, NCCHC Board of Directors



President, NCCHC



A. Type of Facility Reviewed

- ☐ ICE Service Processing Center
☐ ICE Contract Detention Facility
☒ ICE Intergovernmental Service Agreement

B. Current Inspection

Type of Inspection
☒ Field Office ☐ HQ Inspection

Date[s] of Facility Review
July 17 - July 21, 2017

C. Previous/Most Recent Facility Review

Date[s] of Last Facility Review

August 15-19, 2016

Previous Rating

☐ Superior ☐ Good ☒ Acceptable ☐ Deficient ☐ At-Risk

D. Name and Location of Facility

Name

Northwest State Correctional Facility

Address (Street and Name)

3649 Lower Newton road

City, State and Zip Code

Swanton, Vermont 05488

County

Franklin

Name and Title of Chief Executive Officer (Warden/OIC/Supt.)

(b)(6),(b)(7)(C) Superintendent

Telephone (Include Area Code)

(802)-527-(b)(6),(b)(7)(C)

Field Office / Sub-Office (List Office with oversight responsibilities)

Boston Field Office/St. Albans, VT Sub-office

Distance from Field Office

185 Miles

E. ICE Information

Name of Inspector (Last Name, Title and Duty Station)

(b)(6),(b)(7)(C) / Deportation Officer / St. Albans, VT

Name of Team Member / Title / Duty Location

Name of Team Member / Title / Duty Location

Name of Team Member / Title / Duty Location

Name of Team Member / Title / Duty Location

F. CDF/IGSA Information Only

Contract Number

Date of Contract or IGSA

Cost per Man-Day

Other Charges: (If None, Indicate N/A)

Estimated Man-days Per Year:

120

G. Accreditation Certificates

List all State or National Accreditation[s] received:

National Commission on Correctional Health care 2015

PRHA Certification (Federal audit, 2015)

☐ Check box if facility has no accreditation[s]

H. Problems / Complaints (Copies must be attached)

The Facility is under Court Order or Class Action Pending

☐ Court Order

☐ Class Action Order

The Facility has Significant Litigation Pending

☐ Major Litigation

☐ Life/Safety Issues

☒ Check if None.

I. Facility History

Date Built

1968

Date Last Remodeled or Upgraded

Boho upgrade 2012

Date New Construction / Bed space Added

N/A

Future Construction Planned

☒ Yes ☐ No Date: June 2017

Current Bed space

241

Future Bed space (# New Beds only)

Number: 0 Date:

J. Total Facility Population

Total Facility Intake for previous 12 months

Approx. 3600

Total ICE Man-days for Previous 12 months

95

K. Classification Level (ICE SPCs and CDFs Only)

	L-1	L-2	L-3
Adult Male			
Adult Female	0	0	0

L. Facility Capacity

	Rated	Operational	Emergency
Adult Male	247	247	247
Adult Female	0	0	0

☐ Facility holds Juveniles Offenders 16 and older as Adults

M. Average Daily Population

	ICE	USMS	Other
Adult Male	>1	50	
Adult Female	0	0	0

N. Facility Staffing Level

Security:

Support:

(b)(7)(E)

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Form G-324 SIS ORSA (Rev. 5/8/12)

U.S. Department of Homeland Security
500 12th Street, SW
Washington, D.C. 20536



U.S. Immigration
and Customs
Enforcement

DATE: 07/24/2017

TO: (b)(6),(b)(7)(C)
Detention Compliance Coordinator

FROM: (b)(6),(b)(7)(C)
Facility Compliance Coordinator
Boston Field Office/St. Albans, VT Sub Office

SUBJECT: Operational Review Self-Assessment (ORSA) 2017 Summary Letter

(b)(6),(b)(7)(C), designated Facility Compliance Coordinator, performed the 2017 Operational Review Self-Assessment for compliance with the ICE National Detention Standards (NDS) of the *Northwest State Correctional Facility* in *Swanton*, Vermont during the period of Dates, July 17-July 21 2017. This is an IGSA facility.

The annual inspection was performed under the guidance of the Field Office (b)(6),(b)(7)(C) Detention Compliance Coordinator (DCC).

Type of Review

This review is a scheduled ORSA inspection, which is performed to determine overall compliance with the ICE NDS for Under 72 hour facilities.

Review Summary

The Northwest State Correctional Facility is currently accredited by,:

The National Commission on Correctional Health Care (NCCHC)

PREA CERTIFIED

Standards Compliance

The following information is a summary of the standards that were reviewed and overall compliance that was determined as a result of the annual ORSA Inspection:

2017 ORSA Inspection	
Meets Standards/Acceptable	27
Does Not Meet Standards/Deficient	0
Not Applicable	2

DCC Issues and Concerns

There were/ were no substantive issues or concerns during this inspection.

Significant Observations

There were/were no significant observations noted during this inspection. *(If yes, please explain)*

Recommended Rating and Justification

The Detention Compliance Coordinator recommends that the facility receive a rating of "Acceptable".

The facility complies with the ICE National Detention Standards (NDS). There were 0 standards found Does Not Meet/Delicient and 2 standards were listed as Not Applicable (N/A). All remaining 27 standards were found to be in compliance.

FCC Assurance Statement

The findings of compliance and noncompliance are accurately and completely documented on the G-324B/O Inspection Form, -324 SIS and are supported by documentation retained in the inspection file. An out brief was conducted at the facility and in addition to the ORSA Inspection Team; the following staff were present (if applicable):

This ORSA has been reviewed and concurred with by the Facility Compliance Coordinator.	
Reviewer Name (Printed): (b)(6),(b)(7)(C)	
Reviewer Title (Printed): Deportation Officer (b)(6),(b)(7)(C)	Reviewed Date: 07/24/2017
Reviewer (b)(6),(b)(7)(C) (submission):	

This ORSA has been reviewed and concurred with by the Field Office Director or designee (ERO field office official equivalent to an AFOD or above).

Reviewer Name (Printed):

Reviewer Title (Printed):

*Reviewed Date:

Reviewer Signature (for printed form submission):

This ORSA has been reviewed by the Assistant Director of Custody Management or designee.

Reviewer Name (Printed):

Reviewer Title (Printed):

*Reviewed Date:

Reviewer Signature (for printed form submission):

Significant Incident Summary Worksheet

For ICE to complete its review of your facility, the following information must be completed prior to the scheduled review dates. The information on this form should contain data for the past twelve months in the boxes provided. The information on this form is used in conjunction with the ICE Detention Standards in assessing your Detention Operations against the needs of the ICE and its detained population. This form should be filled out by the facility prior to the start of any inspection. Failure to complete this section will result in a delay in processing this report and the possible reduction or removal of ICE detainees at your facility.

<i>Incidents</i>	<i>Description</i>	Jan	Mar	Apr – Jun	Jul Sept	Oct – Dec
Assault: Offenders on Offenders ¹	Types (Sexual ² , Physical, etc.)	17		16	13	13
	With Weapon	0		0	1	0
	Without Weapon	17		16	12	13
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	5		4	10	1
	With Weapon	0		0	1	0
	Without Weapon	5		4	9	-
Number of Forced Moves, incl. Forced Cell moves ³		8		5	11	3
Disturbances ⁴		0		0	0	0
Number of Times Chemical Agents Used		2		0	1	0
Number of Times Special Reaction Team Deployed/Used		0		0	0	0
# Times Four/Five Point Restraints applied/used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	1V		4V	3V	4V
	Type (C=Chair, B=Bed, BB=Bed, O=Other)	C		C	C	C
Offender / Detainee Medical Referrals as a result of injuries sustained.		1		0	2	0
Escapes	Attempted	0		0	0	0
	Actual	0		0	0	0
Grievances:	# Received	217		201	287	136
	# Resolved in favor of Offender/Detainee	2		3	1	0
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	N/A		N/A	8	1
	Number	0		0	1	1
Psychiatric / Medical Referrals	# Medical Cases referred for Outside Care	14		15	17	16

¹ Any attempted physical contact or physical contact that involves two or more offenders

² Oral, anal or vaginal penetration or attempted penetration involving at least 2 parties, whether it is consenting or non-consenting

³ Routine transportation of detainees/offenders is not considered "Forced"

⁴ Any incident that involves four or more detainees/offenders, includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents.

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Form G-524 SIS ORSA (Rev. 5/8/12)

	# Psychiatric Cases referred for Outside Care	N/A	N/A	N/A	N/A
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Form G-324 SIS ORSA (Rev. 5/8/12)